# Job Description

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| 1. **JOB IDENTIFICATION** | Job Title | **Charge Nurse** | |
| Department(s)/Location | **Inpatient Wards, MRH** | |
| Number of Job Holders | **9** | |
| CAJE | **SC06-143** | |
| JOB PURPOSE Assist the Senior Charge Nurse (SCN) within ward area having the ability to demonstrate and supervise clinical practice.  Lead the nursing team in the absence of the SCN planning, coordinating, delivering and evaluating the effectiveness of nursing care within area of responsibility.  Have knowledge of patient caseloads allocated to staff, directing care appropriately through advice, mentorship and example.  Contribute to planning, development and evaluation of nursing services within Psychiatry of Old Age and locality.  Hold responsibility for defined projects within locality  Lead in the development of staff and the service | | | |
| ORGANISATIONAL POSITION Clinical & Professional Team Manager  ↓  Senior Charge Nurse (SCN)  ↓  **Charge Nurse (CN)**  ↓  Registered Nurse (RN)  ↓  Assistant Practitioner (AP)  ↓  Health Care Support Worker (HCSW) | | | |
| SCOPE AND RANGE Within Perth and Kinross Psychiatry of Old Age the post holder will:-  Assist the SCN in managing the team of nursing staff within the ward area.  Contribute, as delegated by the SCN, to the management of the human resource to provide optimum care within staffing levels and budget.  Work in partnership with the multi-disciplinary team within a ward area.  Practice as a Mental Health Nurse, executing responsibilities within this role. | | | |
| 1. **MAIN DUTIES/RESPONSIBILITIES**   Within Perth and Kinross Psychiatry of Old Age the post holder will:- Clinical Provide delegated nursing support and leadership to members of the nursing team within the ward and within the remit of the hospital.  Promote best practice and encourages innovation.  Support and assists the SCN in leading the assessment, treatment and evaluation of patient care within the ward area.  Delegate and carries out transitional care for patients recently discharged from the unit, to residential/nursing homes.  Facilitate agreed change for the benefit of patient care, and assists the SCN in the development of the extended role of nursing staff.  Apply a high level of understanding of the effect of disability and ageing to ensure that assessment and rehabilitation goals are met.  Promote health education within area of responsibility.  Ensure a holistic approach to patient care is fostered within the clinical area.  Assist the SCN in managing the clinical environment to make best use of available space.  Acquire advanced clinical skills to support the delivery of patient care and treatment.  Administer and understands complex drug regimes, including controlled drugs, and common side effects and follows Nursing and Midwifery Council (NMC) Drug Administration Guidelines. Documentation Ensure that up to date written and electronic records are maintained in accordance with NMC, NHS Tayside and local standards.  Supervise staff and students record keeping.  Comply with relevant national legislation e.g. Freedom of Information (Scotland) Act 2002, Data Protection Act 1998, Mental Health (care and treatment) (Scotland) Act 2003, Adult Support and Protection (Scotland) Act 2007. Adults with Incapacity (Scotland) Act 2000. Professional Ethics Comply with the NMC Code of Professional standards, local and national policies and procedures.  Ensure that all registered nursing staff within the ward comply with the NMC Code of Professional Standards, and National policies and procedures and report on non-compliance.  Respect the individuality, values, cultural and religious diversity of patients and staff**,** and provision of a service sensitive to these needs. Leadership, Supervision and Appraisal Participate in the identification of training needs, addressing scope of practice issues and competencies.  Assist the SCN in ensuring that all unit based staff have an appropriate Personal Development Plan, including mandatory training.  Contribute to effective guidance and supervision and appraisal for all nursing staff.  Review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal. | | | |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**   Within Perth and Kinross Psychiatry of Old Age the post holder will:-  Assist SCN in establishing and maintaining robust communication networks with patients, carers, multi-disciplinary team, external agencies and other health workers.  Contribute to the development of effective communication strategies for patients who have barriers to communication difficulties.  Promote awareness of the nursing role within the team.  On a daily basis communicates highly sensitive information to patients and carers requiring empathy and reassurance skills.  Convey information of a highly sensitive and emotive nature when it is contradictory to patient and carer expectations and desires.  Ensure effective communication is maintained with SCN, Head of Nursing and Service Manager within Psychiatry of Old Age  Contribute to the effective communication and interpretation of changes in operational/organisational policies, procedures and guidelines within the ward area.  Maintain the effective two-way flow of communications within the organisational structure.  Provide and record formal, informal support and counsel to other team members | | | |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   Within Perth and Kinross Psychiatry of Old Age the post holder will have:-  Registered Mental Health Nurse (RMN) 1st level registration.  Evidence of recent post registration education within the speciality relevant to the care of the older person.  Extensive experience of working as a staff nurse.  A working knowledge of national guidelines/legislation relating to care of older people.  Evidence of management and leadership skills  Good personal time management, punctuality and consistent reliable attendance.  Advanced computer and information literacy | | | |
| 1. **SYSTEMS AND EQUIPMENT**   Within Perth and Kinross Psychiatry of Old Age the post holder will:-  Contribute to the maintenance of accurate patients records and ensure all nursing staff maintain records in accordance with NMC and local guidelines.  Examine equipment prior to and during use, as per training, and ensures all staff follow this procedure.  Maintains the safe custody of controlled and other drugs in the area in accordance with NHS Tayside Police.  Assist SCN with monitoring and effective use of all stock within ward area.  Ensure staff are aware of the correct use of equipment and follow the reporting systems for faults.  Assist in the maintenance of safe environment    **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | | | |
| 1. **PHYSICAL DEMANDS OF THE JOB**   Within Perth and Kinross Psychiatry of Old Age the post holder will have :-  On each shift to exert daily physical effort to manoeuvre equipment and adult patients with mental health needs.  Prolonged physical activity on each shift.  On each shift frequent Moving and Handling of patients using mechanical aids, including patients who are unpredictable.  Frequent hand washing on each shift.  Frequent exposure to bodily fluids on each shift.  On each shift frequent exposure to physical and verbal aggression whilst utilising de-escalation/breakaway and control/restraint techniques.  Responsibility to assist the SCN in management of and adherence to NHS Tayside Nursing Observation Policy, involving observation of patients with mental health needs, including stress and distress, for periods in excess of one hour.  Responsibility as Senior Nurse for immediate response to emergencies, e.g. cardiac arrest.  Frequent involvement with patients who can display emotive behaviours, which can be  challenging, e.g. verbal and/or physical aggression. | | | |
| 1. **DECISIONS AND JUDGEMENTS**   Within Perth and Kinross Psychiatry of Old Age the post holder will:-  Make decisions on a daily basis to ensure holistic patient management.  In emergency situations takes control in the absence of the Senior Nurse in their area, and on occasions as the Senior Nurse in the Hospital.  Regularly assumes role of Duty Co-ordinator for the unit, involving planning and organising staffing resources, support of junior staff, advising external agencies, prioritising work, and responding to crisis.  Contribute to service development and is delegated roles as per the needs of the service and own personal skills and knowledge.  Practice autonomously as detailed within NMC code of professional standards.  Operate with autonomy within the agreed management structure.  Be accountable for decisions and actions taken.  As Registered Mental Health Nurse practice clinical judgement and responsibly, i.e. including Nurse’s Holding Power. | | | |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   Within Perth and Kinross Psychiatry of Old Age the post holder will:-  Combine the operational management of a ward area whilst ensuring a safe environment for patients, staff and visitors.  Accept Line Management responsibility of non-performing staff.  Be a clinical expert within the area ensuring delivery of best practice.  Create an environment and culture, which encourages nursing staff to develop.  Prioritise demands.  Lead by example.  Work in partnership with SCN.  Participate in the introduction and consolidation of changes to practice.  Carry out risk assessment reporting and management of all working priorities | | | |
| 1. **JOB DESCRIPTION AGREEMENT**   A separate job description will need to be signed off by each postholder to whom the job description applies. | | | |
| **Job Holder’s Signature:** | | | **Date:** |
| **Head of Department’s Signature:** | | | **Date:** |